



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

MAR 4 2019

OFFICE OF
SMALL AND DISADVANTAGED
BUSINESS UTILIZATION

MEMORANDUM

SUBJECT: Annual Call Memo for Submission of the Acquisition Forecast Data

FROM: Kimberly Y. Patrick, Director
Office of Acquisition Solutions (OAS) (3801R)

Denise Benjamin Simons, Director
Office of Small and Disadvantaged Business Utilization (OSDBU) (1230A)

TO: Senior Resource Officials

Thank you for your continued support in the development of EPA's annual Acquisition Forecast of Contracting Opportunities. The purpose of this memorandum is to request the submission of each organization's Acquisition Forecast for Fiscal Years (FY) 2020 – 2022, by **Friday, April 12, 2019**. To assist in the development of this year's Forecast, this memorandum also provides instructions and guidance for preparing and submitting the Forecast information.

The Acquisition Forecast provides the procurement community with an integral view of the agency's upcoming procurement opportunities in real time. It also plays an important role in providing the public with EPA's procurement timelines, budget plans, and contracting opportunities for small businesses. The Acquisition Forecast Database is the primary source of contracting information for contractors interested in doing business with the agency and is often used for planning EPA outreach activities and negotiating the agency's small business goals each year.

As previously indicated, the requested Acquisition Forecast for each organization covers the organization's planned acquisitions for FY 2020-2022. Building on the efforts to strengthen last year's Forecast process, the following additional developments will assist in streamlining this year's submission:

- To reduce the use of paper, the new APEX software application will now be used to enter and edit all Forecast submissions directly to the agency's internet page. Attached to this memorandum is a user guide for the system. In addition, information on training sessions for all APEX users is available at: [APEX training](#).
- Access to the Acquisition Forecast Database has been expanded to allow all Junior Resource Officials (JROs), Small Business Coordinators (SBCs), and Senior Resource Officials (SROs) to enter their organization's data directly into the database. Users who

- require access rights for additional staff to assist in preparing the Acquisition Forecast entries should make those requests to Tommie Madison, Agency Advocate for Competition, at madison.tommie@epa.gov.
- The Office of Small and Disadvantaged Business Utilization (OSDBU) will review each organization's submission for purposes of identifying small business contracting opportunities; planning outreach activities; engaging in acquisition planning activities; and negotiating agency-wide and organization-specific small business goals. OSDBU will also request Forecast clarifications or amendments as necessary to maximize small business contracting opportunities and ensure the accuracy and timeliness of the data.
- JROs and SBCs can update the Acquisition Forecasts in real time, allowing for the most current Forecast information possible.

Beginning on April 12, 2019, the Office of Acquisition Solutions (OAS) and OSDBU will conduct a summary review of each organization's Acquisition Forecast data for posting on the agency's internet page by June 7, 2019. Once the data is posted, JROs and SBCs will continue to have access to update the Forecast data as necessary.

As a gentle reminder, the Environmental Protection Agency Acquisition Guidelines (EPAAG) 7.1.1.5.1, provides that "All parties with a vested interest in an acquisition should be involved in the acquisition planning process. This includes the program office, the contracting office, the finance office, the OAS Policy Office, OSDBU, the Office of General Counsel (OGC) and the Office of Regional Counsel (ORC)." Acquisition planning is a joint effort. See Chapter 7 of the [EPAAG](#) for more information on acquisition planning. Accordingly, in preparing Acquisition Forecasts, close collaboration of those with a vested interest in the acquisition will improve the accuracy and completeness of the Forecast information. It will also assist in the development of strategies that promote socio-economic contracting opportunities, competition, performance-based contracting, and the use of streamlined contracting methods for all EPA acquisitions.

Again, thanks to you and your staff for your continued partnership. If you have any questions, please do not hesitate to contact Tommie Madison at (202) 564-2556, or Venus Weaver at (202) 564-1653.

Attachments:

- APEX user guide
- Smart Template (for optional use)